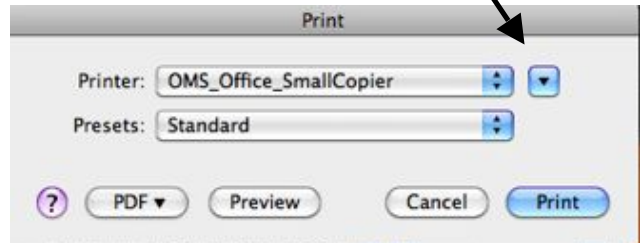


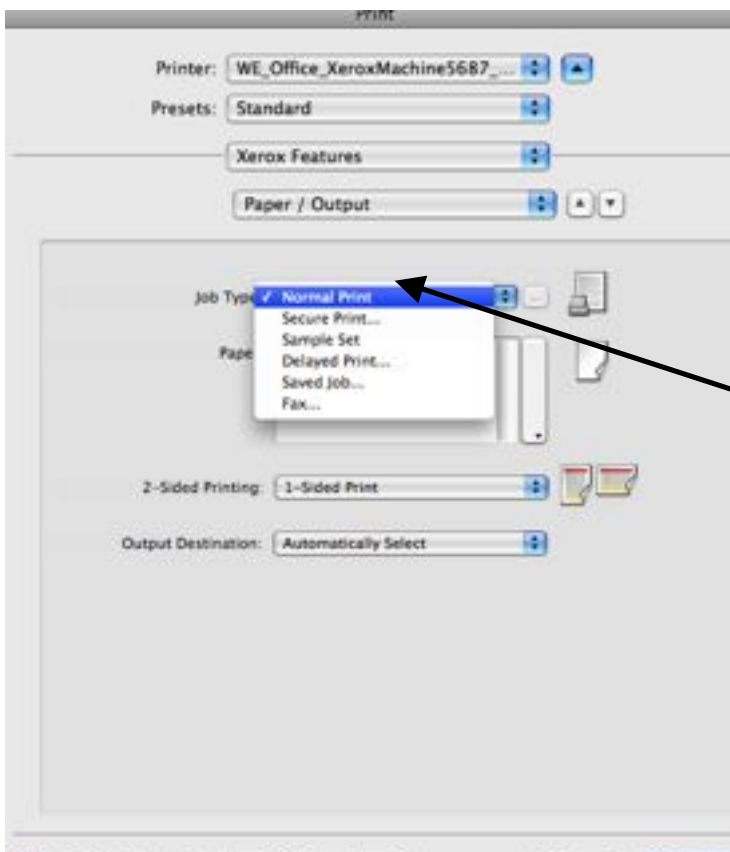
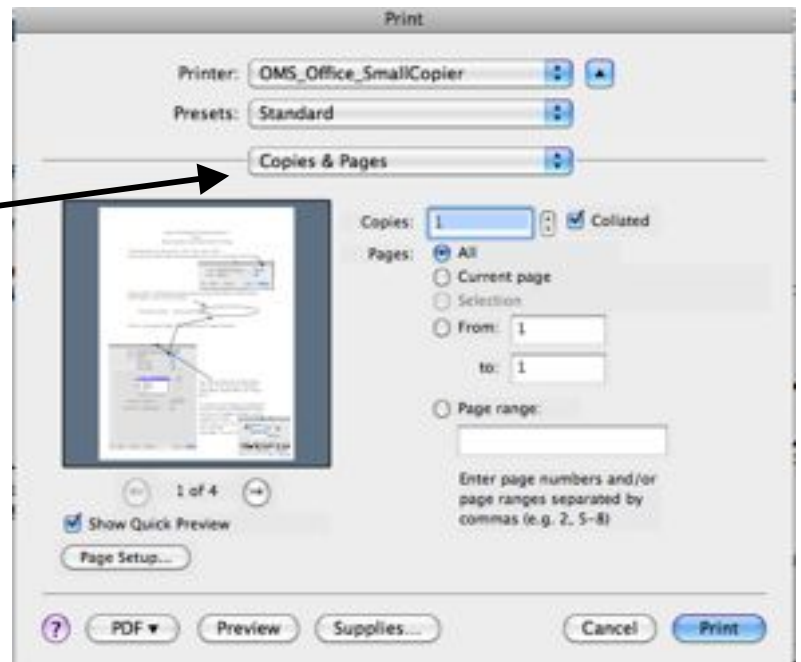
## Secure Printing to the Xerox Machines AND Removing the Cover Sheet Before Printing

Title and save your document. Click **"File"**, then **"Print"** (or **⌘ P**).  
If your print window looks like this, expand the view by clicking on the arrow.



Choose **OMS-111Workroom-XeroxCopierWC5687** or **OMS-Office-SmCopierWC4250**, to print to the office Xerox machines. You will want to do a **Secure** print so your job does not print in the middle of another job at the machine

Click on **"Copies and Pages"**, and select **Xerox Features**.



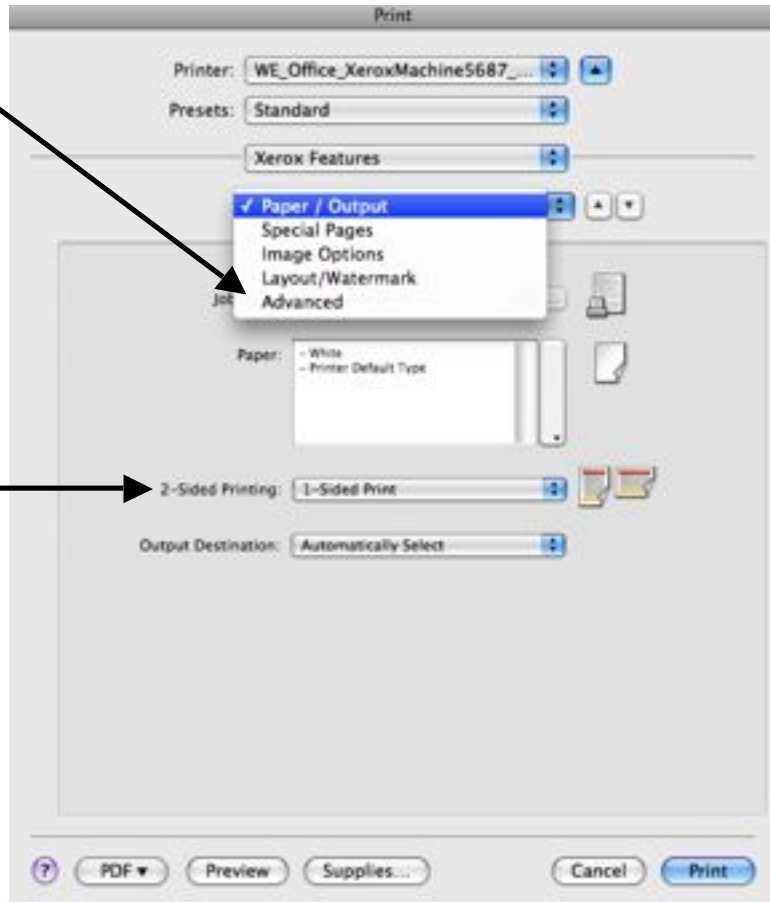
Click on **Normal Print** and select **Secure Print**.

A window opens asking for a passcode. Use any number (minimum four-digits) such as your mailbox number or your classroom number with a zero; use a number you will easily remember. You will use this number to release your print job at the Xerox machine.



**To remove the Banner Sheet-**

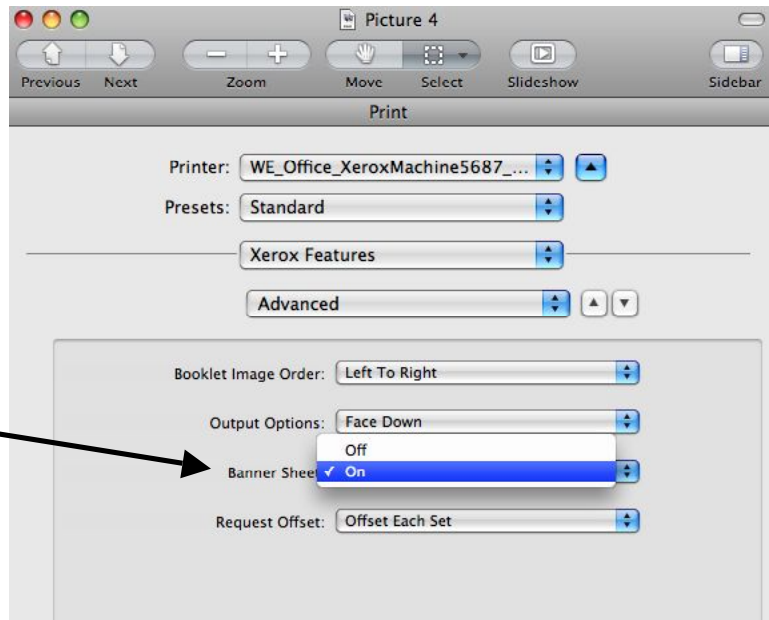
BEFORE pressing the print button, find "Paper/Output" and drop down to "Advanced"



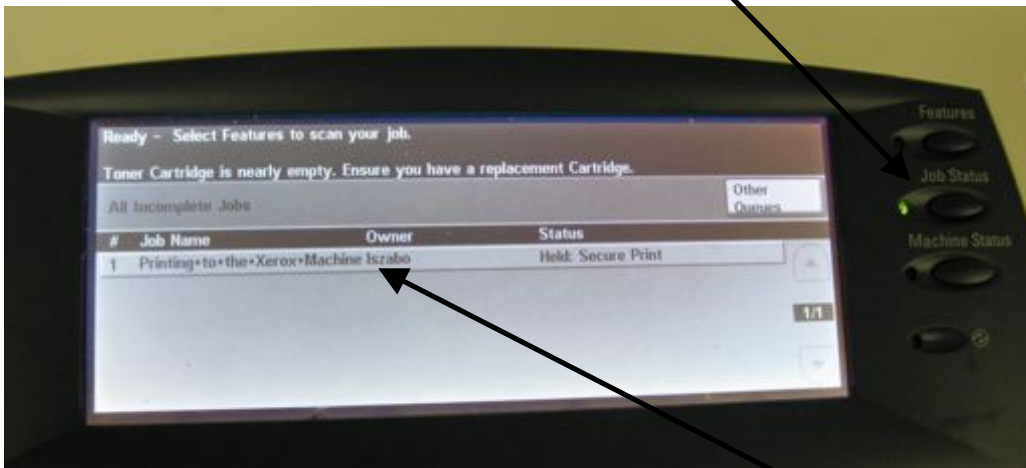
(Notice that under Paper/Output you can also choose 2-sided printing)

Change "Banner Sheet" from "On" to "Off"

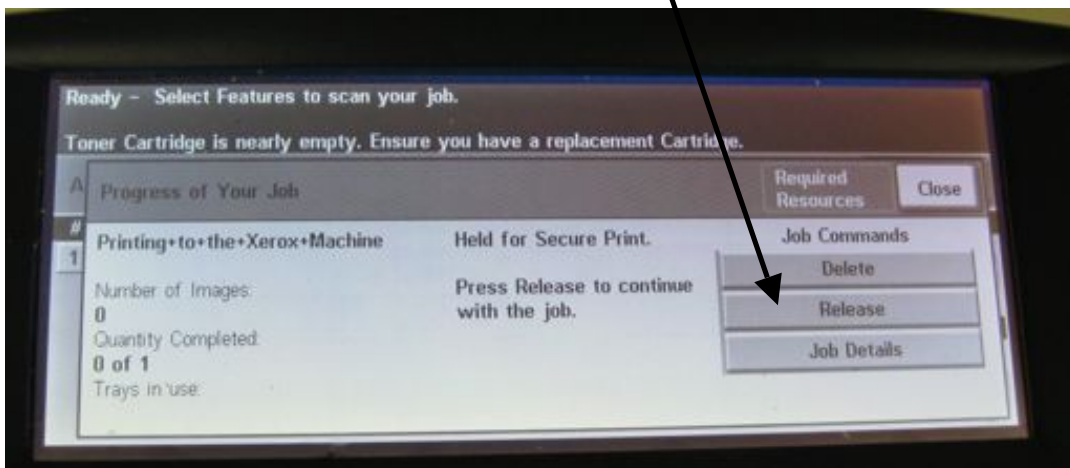
Click Print.



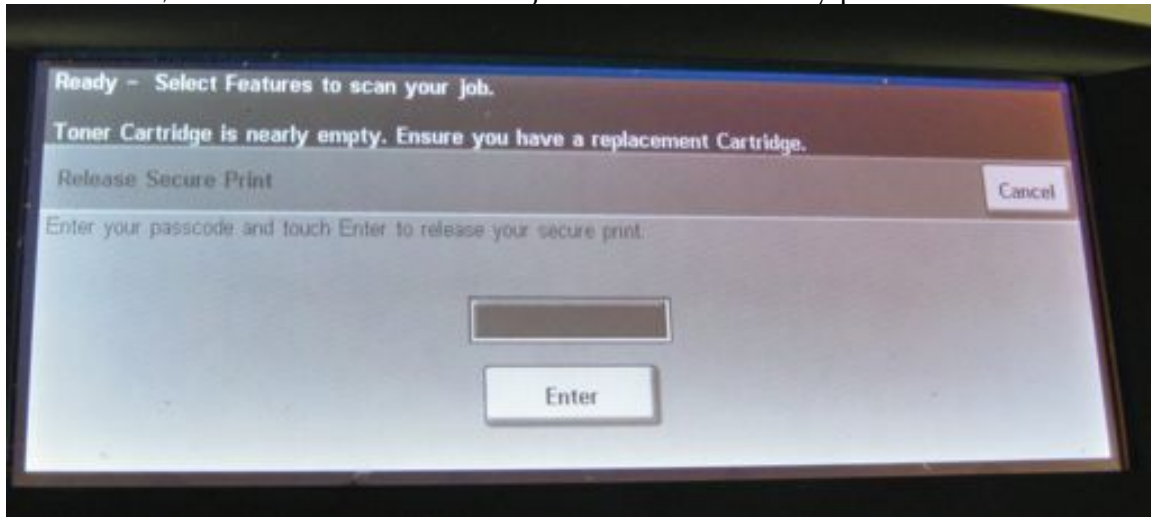
Walk to the Office Xerox machine. Choose the "Job Status" button.



A new window appears. You will find your job under "Job Name". Touch it to select your job. In the next window, select "Release".



Next, you will be prompted for your passcode. Type in the four-digit number you used above, and select **“Enter”**. Your job will automatically print.



Before you walk away, clear the Secure Print window by pressing the **“Features”** button on the Xerox machine.